

Proposal Review Committee
January 15, 2015
Statewide Benefits Office
500 W. Loockerman Street
Duncan Building, Ste. 320, Dover, Delaware

Public Session: 8:32 a.m.

The Proposal Review Committee met on January 15, 2015, at the Statewide Benefits Office, Dover, Delaware. The following committee members and guests were present:

Brenda Lakeman, OMB, Director, Benefits Administration
Faith Rentz, OMB, Deputy Director, Statewide Benefits
Aaron Schrader, OMB, Human Resource Manager II, Statewide Benefits
Wendy Brown, Department of Health and Social Services
Valerie Watson, Department of Finance
Kimberly Reinagel-Nietubicz, Office of Controller General
Rebecca Zink, Office of the Treasurer
Ashley Tucker, Administrative Office of the Courts
Jeremy Blank, Department of Corrections for the Correctional Officers' Association
Thomas Miller, Segal Consulting Group

Introductions/Sign In

Ms. Rentz called the meeting to order at 8:32 a.m. A representative from the Delaware Insurance Department was not present. Mr. Omar Masood from the Office of the Treasurer was present as a guest of Ms. Rebecca Zink.

Approval of Minutes

Ms. Rentz requested a motion to approve of the minutes from the December 10, 2014, meeting of the Proposal Review Committee. A motion was made by Ms. Zink and seconded by Ms. Reinagel-Nietubicz. The motion was approved with unanimous voice vote.

Discussion of the Employee Assistance Program RFP for the Group Health Insurance Program

Ms. Rentz requested a motion to move into Executive Session to discuss the finalists' bids and presentations and to score in order to recommend a vendor to the SEBC. Ms. Brown made the motion and it was seconded by Ms. Zink. The PRC moved into Executive Session at 8:35 a.m.

Upon conclusion of the Executive Session, a request to move back into the Public Session was made by Ms. Lakeman at 1:47 p.m. and Ms. Tucker seconded.

Upon return to the Public Session, the committee entertained a motion to select a vendor. Ms. Rentz announced that HMS/Health Advocate received a combined score of 8.42 and ComPsych received a combined score of 7.78. Ms. Watson made a motion to recommend HMS/Health Advocate to the State Employees Benefit Committee. Ms. Brown seconded and the motion carried by unanimous voice vote.

Adjournment: With no further business, a motion to adjourn was made by Ms. Reinagel-Nietubicz and seconded by Mr. Blank. Upon unanimous voice approval, the meeting was adjourned at 1:50 p.m. Please note there were no public attendees.

Respectfully submitted,

Laurene M. Eheman

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RFP and Contract Manager